

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Executive Administrative Assistant Position Number: 51212

Location: Missoula Department: Montana Department of Transportation

Division and Bureau: Missoula District Section and Unit: n/a

Job Overview:

This position performs a variety of executive administrative assistant, public relations, and office duties and provides professional assistance to the Missoula District Administrator and other professional staff. Duties include developing, editing, and producing a variety of materials; conducting in-depth research and analysis on controversial or sensitive issues; providing a range of administrative services; coordinate with contracted Public Relations firms; and performing a variety of other duties as assigned by the District Administrator. The position reports to the DA in Missoula and coordinates directly with the Department PIO and Communications Team. The position does not supervise others.

Essential Functions (Major Duties or Responsibilities):

Public Relations and Communications - 70%

- This position develops, produces, and edits Missoula District Administrator's correspondence, and other materials to publicize and promote the objectives and activities of MDT.
- Drafts correspondence, and other public statements for the Missoula District Administrator's Office to ensure that division activities, operations, positions on various issues are appropriately presented. Refer incoming media inquiries to the DA and coordinates with the MDT Public Information Officer and communications team.
- Edits language, content, and layout of correspondence to ensure accurate, complete, and relevant information and data are presented. Identifies errors and/or deficiencies in language, content, and layout, e.g., spelling, factual information etc.; researches or identifies

solutions; corrects linguistic errors; and develops alternatives and solutions to content and layout deficiencies.

- Responds to inquiries from public and private sources regarding the Missoula District Administrator's office, refers inquiries to the appropriate parties, and/or researches additional information as necessary to provide accurate, complete, and timely responses. Provides assistance/guidance to staff and members of the public on policies and procedures, program operations, ongoing projects, etc.
- This position performs research in support of office positions, policies, procedures, operations, and projects to support the Missoula District Administrator and staff in the management of the district. Conducts special research projects as instructed by the Missoula District Administrator to gather facts regarding issues (e.g., complaints) and to identify and recommend resolution to the Missoula Division Administrator.
- Uses systems and procedures to track and ensure completion of commitments, correspondence, and other directives issued by the Missoula District Administrator. Directs inquiries to the appropriate subject matter experts, editing department position statements, coordinating responses with Helena Headquarters, and keeping the Missoula District Administrator informed of significant issues.
- Assists the Department PIO, communications team, and staff with development and production of informational and educational materials such as brochures, newsletters, and other publications to provide pertinent, current, and technically accurate information to program constituents, department staff, and the public. Conducts surveys to identify information needs, researches existing technical information and literature, consults with technical experts, and coordinates production of informational materials. The incumbent must frequently interpret general concepts and directions from other department staff in the development of publication text and layout.
- Prepares talking points for the Missoula District Administrator and staff.
- Coordinate the Missoula District TAP program and associated outreach. Coordinate with the Department TAP Coordinator.

Office Support - 25%

This position provides a range of administrative functions in support of office operations.

In coordination with the District IT staff, provide technical computer support to Missoula District Administrator's Office staff to assist in the resolution of system problems and to ensure proper and efficient use of computer hardware and software.

Reviews and proofreads correspondence, reports, transcripts, and other documents for grammar, spelling, and format. Identifies errors or omissions and recommends content and format changes to the originator as appropriate.

Maintains records management systems for Missoula District Administrator's Office to ensure timely, consistent, and accurate responses to public, press, and other agencies.

Coordinates all statewide and out of state travel arrangements for the Missoula District Administrator's Office to provide convenient and cost-effective travel itineraries, accommodations, and other arrangements. The incumbent oversees the identification of individual preferences, schedules, and travel requirements; researching the most cost-effective method of travel and lodging options; and maintaining and tracking all travel records.

Arranges district wide meetings, conferences, and seminars and coordinates the preparation of agendas and related materials and documents.

Develop specialized queries and reports to extract and report data for a variety of mailing, program evaluation, and reporting purposes.

Prepare, coordinate, and maintain service award letters and certificates and associated celebration for District office.

Other Duties as Assigned - 5%

Performs a variety of other duties and activities as assigned by the supervisor in support of the Department mission and objectives.

Supervision

The number of employees supervised is: 0

The position number for each supervised employee is: n/a

Physical and Environmental Demands:

This position functions in a typical office environment.

Knowledge, Skills and Abilities (Behaviors):

This work requires advanced knowledge of the principles and practices of public administration; technical business writing; principles of communications and public relations; office management; research and documentation methods and techniques; Montana statutes; department rules, regulations, policies, and procedures; public transportation, safety, and technology issues at the state and federal levels; and supply and equipment procurement procedures and processes.

This position requires skill in researching and interpreting technical, legal, and/or ambiguous information; synthesizing information from diverse sources into integrated reports and recommendations; organizing multiple projects within short and/or inflexible timelines; and skill in the operation of a personal computer, spreadsheets, word processing software, agency and state computer applications, and the Internet.

This position requires the ability to research and interpret complex data; exercise judgment and problem-solving competencies in responding to complex or controversial inquiries; develop, plan, and write reports on a variety of topics including personnel, transportation, and safety issues; interpret and solve problems on a daily basis; prioritize projects; develop and maintain effective working relationships with a variety of individuals and agencies; assess complex issues and determine their impacts on public transportation and safety as well as program operations and activities; and communicate effectively verbally and in writing.

Minimum Qualifications (Education and Experience):

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to Bachelor's Degree in Communications, English, Public Relations, Business Administration, Advertising, Marketing, or a related field.

This position requires a minimum of 1 year of related experience.

Certifications, licensure, or other credentials include:

Alternative qualifications include: Combinations of additional related work experience and education equivalent to the minimum qualifications may be considered.

Special Requirements:

List any other special required information for this position

- | | |
|--|---|
| <input type="checkbox"/> Fingerprint check | <input checked="" type="checkbox"/> Valid driver's license |
| <input type="checkbox"/> Background check | <input type="checkbox"/> Other - Advance English and grammar test |
| none Union Code | Safety Responsibilities |

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor	Title	Date
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Administrative Review	Title	Date
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My signature below indicates that I have read this job description.

Employee	Title	Date
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Human Resources Review

Job Code Title: PR Specialist 1 Job Code Number: I3301 Level: 1

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

☐ FLSA Exempt

☒ FLSA Non-Exempt

☒ Telework Available

☐ Telework Not Available

☐ Classification Complete

☐ Organizational Chart attached

Human Resources:

Signature

Title

Date